GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE SECRETARY

Responses to 2023 OS Performance Oversight Questions

Kimberly A. Bassett
Secretary of the District of Columbia

Submission to

Committee on Executive Administration and Labor
Council of the District of Columbia
The Honorable Anita Bonds, Chairperson

Friday, February 10, 2023

John A. Wilson Building
1350 Pennsylvania Avenue, NW
Washington, DC 20004

2023 OS PERFORMANCE OVERSIGHT QUESTIONS

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.
    a. Please provide an explanation of the roles and responsibilities of each of the 5 divisions.
    b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.
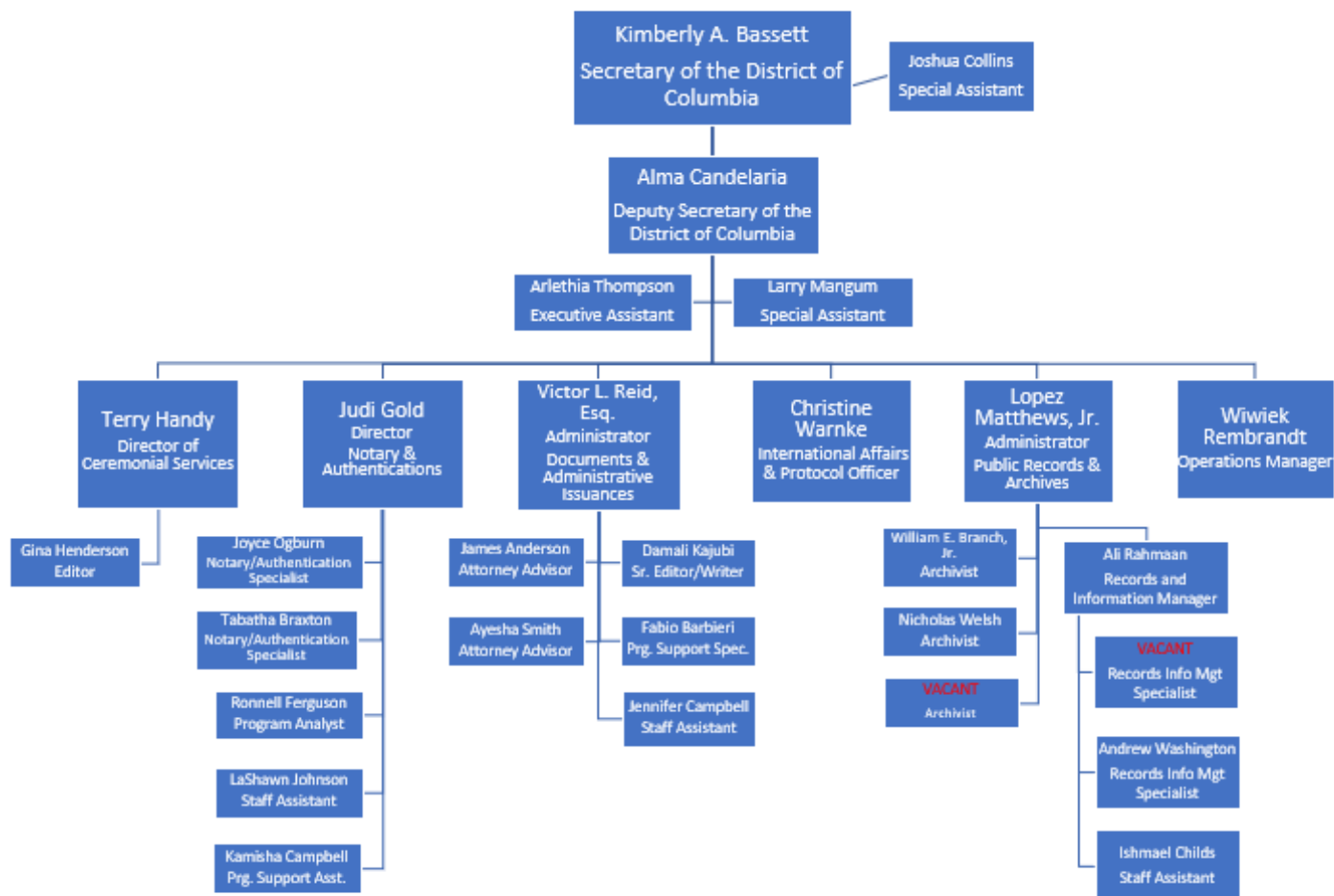

Response:

The Office of the Secretary of the District of Columbia consists of four offices and one unit:
- The Office of Documents and Administrative Issuances (ODAI) publishes the *District of Columbia Register* and the *District of Columbia Municipal Regulations*.
- The Office of Public Records and Archives (OPR) manages the District of Columbia Archives, Records Center, and the Library of Government Information.
- The Office of Notary Commissions and Authentications (ONCA) commissions District of Columbia notaries and authenticates documents for domestic and foreign use.
- The Office of Protocol and International Affairs is the District government's primary liaison with the diplomatic and international community for both substantive and ceremonial matters. Washington, DC hosts one of the largest diplomatic communities in the world as well as many international agencies. This office serves as the primary link to the more than 175 embassies and two special interest sections located in the District of Columbia.
- The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents.

Changes in the Office of the Secretary during the previous year:
- In FY22, Gina Henderson joined the Ceremonial Services Unit as an Editor.
- In FY22, Dr. Lopez Matthews joined the Office of the Secretary as the State Archivist/ Administrator for the Office of Public Records.
- In FY22, a Staff Assistant at OPR resigned.
- In FY22, an Archivist at OPR retired.
- In FY22, Ali Rahmaan was promoted to Records Information Manager, supervising two Records Information Management Specialists and one Staff Assistant.
- In FY22, Ishmael Childs filled the Staff Assistant position at OPR.
- In FY23, Joshua Collins joined OS as a Special Assistant to the Secretary.
- In FY23, James Anderson joined ODAI as an Attorney Advisor.
- In FY23, Nicholas Welsh joined OPR as an Archivist.

Office of the Secretary of the District of Columbia

Kimberly A. Bassett
Secretary of the District of Columbia

Joshua Collins
Special Assistant

Alma Candelaria
Deputy Secretary of the District of Columbia

Arlethia Thompson
Executive Assistant

Larry Mangum
Special Assistant

Terry Handy
Director of Ceremonial Services

Judi Gold
Director Notary & Authentications

Victor L. Reid, Esq.
Administrator Documents & Administrative Issuances

Christine Warnke
International Affairs & Protocol Officer

Lopez Matthews, Jr.
Administrator Public Records & Archives

Wiwiek Rembrandt
Operations Manager

Gina Henderson
Editor

Joyce Ogburn
Notary/Authentication Specialist

James Anderson
Attorney Advisor

Damali Kajubi
Sr. Editor/Writer

William E. Branch, Jr.
Archivist

Ali Rahmaan
Records and Information Manager

Tabatha Braxton
Notary/Authentication Specialist

Ayesha Smith
Attorney Advisor

Fabio Barbieri
Prg. Support Spec.

Nicholas Welsh
Archivist

VACANT
Records Info Mgt Specialist

Ronnell Ferguson
Program Analyst

Jennifer Campbell
Staff Assistant

VACANT
Archivist

Andrew Washington
Records Info Mgt Specialist

LaShawn Johnson
Staff Assistant

Ishmael Childs
Staff Assistant

Kamisha Campbell
Prg. Support Asst.

2. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the employee's title/position, salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

Response:

See Attachment 1.

3. For any term or temp position included in the schedule A and filled in FY21 or FY22, please provide a brief narrative for why the hire was done on a term or temporary basis and not on a continuing basis.

   Response:

   OS follows the hiring guidelines set by DCHR. All new employees hired are brought on board as a career appointment.

4. Please provide the following information on any contract workers in your agency:
   a. Position name
   b. Organizational unit assigned to
   c. Hourly rate
   d. Type of work duties

   Response:

   OS does not have any contract workers.

5. Please complete the following chart about the residency of new hires in FY22 or FY23 to date:

   Response:

   Number of Employees Hired in FY22 and FY23 to date

Position Type	Total Number	Number who are District Residents
Continuing	6	4
Term	-	-
Temporary	-	-
WAE	-	-

6. For FY22 and FY23 to date, please list each employee separated from the agency, other than due to retirement. Also include:
   a. Amount of separation pay, if relevant
   b. Number of weeks of pay, if relevant; and
   c. The reason for the separation.

Response:

Position	Amount of separation pay	Number of leave paid	Reason for the Separation
Staff Assistant	$4,841.26	158 hours	Left the DC Government for other employment
Archivist	$37,998.37	784 hours	Retired

7. Please provide the Committee with a list of employees who received bonuses or special award pay granted in FY22 and FY23 to date, and identify:
   a. The employee receiving the bonus or special pay,
   b. The amount received, and
   c. The reason for the bonus or special pay.

   Response:

   OS nominated three employees for bonuses in FY22, and they are pending with Payroll.

8. Please provide the name of each employee who was or is on administrative leave in FY22 and FY23 to date. In addition, for each employee identified, please provide:
   a. Their position;
   b. A brief description of the reason they were placed on leave;
   c. The dates they were/are on administrative leave;
   d. Expected date of return;
   e. Whether the leave was/is paid or unpaid; and
   f. Their current status (as of February 1, 2022).

   Response:

   OS did not have any employees on administrative leave in FY22 and has no employees on administrative leave in FY23 to date.

9. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

   Response:

   OS did not have any employees detailed to or from.

10. Please provide the Committee with:
1. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY22 and FY23 to date;
2. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY22 and FY23 to date;
3. A list of travel expenses, arranged by employee for FY22 and FY23 to date, including the justification for travel; and
4. A list of the total workers' compensation payments paid in FY22 and FY23 to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Response:

1. List of employees who received or retained cellphones, personal digital assistants, or similar communications devices in FY22 and FY23 to date:

Device	Staff Name
iPhone X	Ali Rahmaan
iPhone 12	Alma Candelaria
iPhone 12	Arlethia Thompson
iPad	Arlethia Thompson
iPhone XR	Ayesha Smith
iPhone 11	Christine Warnke
iPhone 12	Gina Henderson
iPhone 12	Ishmael Childs
iPhone 12	James Anderson
iPhone 12	Joshua Collins
iPhone XR	Joyce Ogburn
iPad 7th Generation	Office of Notary
iPad Pro 9.7"	Office of Notary
iPhone XR	Judi Gold
iPhone 7	Kamisha Campbell
iPhone 12	Kimberly Bassett
iPad Pro	Kimberly Bassett
Iphone XR	LaShawn Johnson
iPhone 12	Lopez Matthews
iPad Pro	Lopez Matthews
iPhone 7	Tabatha Braxton

iPhone 11	Terry Handy
iPhone XS	Victor Reid
iPad	Victor Reid
iPhone XR	William Branch
iPhone XR	Wiwiek Rembrandt
iPad	Wiwiek Rembrandt

2. List of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY22 and FY23 to date:

Year	Make	Model	Assigned to	Ownership	Accident
2012	Dodge	Caravan	Office of Public Records	DC Owned	Vandalism reported 1/25/2022
2012	Dodge	Caravan	Office of Public Records	DC Owned	None
2014	Isuzu	Diesel Truck	Office of Public Records	DC Owned	Dispose in October 2022

3. Travel expenses in FY22 and FY23 to date:

Employee	Travel Dates	Purpose	Expenses
Kimberly Bassett	July 6 – July 10, 2022	To attend the National Association Secretary of State (NASS) 2022 Summer Conference at Baton Rouge, LA.	$1,797.23
Christine Warnke	July 6 – July 9, 2022	To attend Sister Cities International Conference at Santa Fe, NM.	$1,640.87
Lopez Matthews	September 25 – October 1, 2022	To attend the Council of State Archivists (COSA) Annual Meeting in Nashville, TN, and the Study of African American Life and History (ASALH) Conference in Montgomery, AL.	$1,735.94

4. There have not been any workers' compensation payments paid in FY22 and FY23 to date.

11. For FY22 and FY23 to date, please list all intra-District transfers to or from the agency.

    a. For each transfer, include the following details:
       i. Buyer agency

    ii.   Seller agency
    iii.   The program and activity codes and names in the sending and
             receiving agencies' budgets
    iv.   Funding source (i.e. local, federal, SPR)
    v.   Description of MOU services
    vi.   Total MOU amount, including any modifications
    vii.   Whether a letter of intent was executed for FY22 and FY23 and if so, on what date
    viii.   The date of the submitted request from or to the other agency for the transfer
    ix.   The dates of signatures on the relevant MOU; and
    x.   The date funds were transferred to the receiving agency

    b. Please attach copies of all intra-district transfer MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.
    c. Please list any additional intra-district transfers planned for FY23, including the anticipated agency(ies), purposes, and dollar amounts.

Response:

FY22

Amount	Buyer Agency	Seller Agency	Service	Signature Date	Transfer Date	Program	Activity	LOI
$3,902.33	Office of the Secretary	Office of Finance and Treasury	Merchant services processor	12/28/2021	8/24/2022			
$8,000.00	Office of the Secretary	The Office of Support Services (EOM)	Transportation, courier, and procurement Services	11/10/2021	2/23/2022	1006	1600	

Total: **$11,902.33**

FY23 to Date

Amount	Buyer Agency	Seller Agency	Service	Signature Date	Transfer Date	Program	Activity	LOI
$150.00	Office of the Secretary	Office of Disability Rights	SLI Services for Agency	12/22/2022		100154	7132001	

Total:

12. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices, and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.

Response:

OS does not have any employees who are part of the collective bargaining agreement.

13. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY22 or FY23 to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

<u>Response:</u>

There have been no settlements entered into by OS in FY22 or FY23, to date.

14. Please list the administrative complaints or grievances that the agency received in FY22 and FY23 to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY22 or FY23 to date, describe the resolution.

<u>Response:</u>

There have been no administrative grievances or complaints filed by parties outside OS in FY22 or FY23, to date.

15. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY22 and FY23 to date, whether or not those allegations were resolved.

<u>Response:</u>

OS's sexual harassment policy follows Mayor's Order 2017-313. Within 30 days after the effective date, the agency designated a Sexual Harassment Officer (SHO) who managers and supervisors are required to report to and document any complaints of harassment. The SHO will ensure an investigation is conducted and take appropriate action based on sufficient documentation.

At this time, each employee of the Office of the Secretary has completed the online sexual harassment training developed by DCHR. New hires will be required to take the course as part of their on-boarding process.

16. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY22 and FY23 to date.

Response:

There have been no investigations, audits, or reports regarding OS or any OS employee during FY22 and FY23, to date.

17. For any boards or commissions associated with your agency, please provide a chart listing the following for each:
    a. For each member:
        1. The member's name,
        2. Confirmation date,
        3. Term expiration date,
        4. Whether the member is a District resident or not, and
        5. Attendance at each meeting in FY22 and FY23 to date.
    b. List any vacancies.
    c. Describe the board's or commission's responsibilities and activities in FY22 and FY23 to date.
    d. Attach agendas and minutes of each board or commission meeting in FY22 or FY23
    to date, if minutes were prepared.

Response:

- **District of Columbia Emancipation Commemoration Commission**

  The Emancipation Commemoration Commission was established to advise the Mayor on implementing programs, activities, and forums to celebrate the public holiday commemorating the April 16, 1862 passage of the DC Compensated Emancipation Act which freed slaves in the District of Columbia.

  The Mayor's Order 2016-061 re-established the Commission which appoints the maximum 10 members who must be residents of the District or have some resident business, educational, social, or cultural nexus to the District. The Mayor also appoints representatives from District Government as ex-officio members of the Commission, and the Secretary of the District of Columbia serves as Chairperson of the Commission.

  The public members of the District of Columbia Emancipation Commemoration Commission:
  a. Frank Smith (Ward 1)
  b. Helga Baskett-Trippett (Ward 4)
  c. Howard Marks (Ward 2)
  d. Mary Ivey (Ward 6)
  e. Tiffaney Grimes
  f. Misty Henderson
  g. Ayanna Hawkins
  h. Sabrina Thomas
  i. Malissa Freese

Activities in FY22:

Date	Accomplishment/Activity	Location
April 4, 2022	A Season of Splendor with Dr. C.R. Gibbs	WebEx Platform
April 7, 2022	Frederick Douglass' Presence in the District with John Muller & J.L. McNeil	WebEx Platform
April 11, 2022	DC Statehood Now Panel with Former Mayor Sharon Pratt, Senator Paul Strauss, DC Vote's Bo Shuff and Jamal Holtz of 51 for 51, Moderated by Commissioner Ayanna Hawkins of the DC Emancipation ay Commemoration Commission	WebEx Platform
April 12, 2022	Tracing the Lives and History of African American Families with Char McCargo Bah	WebEx Platform
April 13, 2022	The Role of President Abraham Lincoln in the DC Emancipation Act of 1862 with Dr. David J. Kent	WebEx Platform
April 14, 2022	DC Emancipation Day Jazz Concert with Dr. Herbert Smith	Live, John A. Wilson Building
April 16, 2022	The 2022 DC Emancipation Day Parade	Live and WebEx Platform

See Attachment 2 for the Commission's agendas and minutes.

- **Commission on the Martin Luther King Jr. Holiday**

The Commission assists the Mayor on the District's celebration to commemorate the birth of Dr. King. The Commission recommends and helps to implement events to be sponsored by the District of Columbia government. The Commission also encourages educational programs related to the holiday and the day of service.

Members of the Commission:

First Name	Last Name	Ward of Residence
Denise	Barnes	Ward 8
Charles R.	Hicks	Ward 6
Carlos	Davis	Ward 5
Felicia	Davis Hipkins	Ward 5
Jesse	Johnson	Ward 8
Calvin	Nophlin	Ward 7
Rev. Thomas	Bowen	Ward 6
Kimberly	Bassett	Ward 3
Latoya	Foster	Ward 8

Activities in FY23:

Date	Event	Location
January 13, 2023	United Planning Organization Annual MLK Jr. Memorial Breakfast	Ronald Reagan Building and International Trade Center
January 13, 2023	MLK Commissioner Wreath Laying and Photo shoot	Martin Luther King Jr. Memorial
January 14, 2023	Serve DC Day of Service	Arthur Capper Community Center
January 14, 2023	Martin Luther King Jr. Glove Drive	Franklin Park
January 16, 2023	Martin Luther King Day Peace Walk	MLK Boulevard

See Attachment 3 for the Commission's agendas and minutes.

18. Please list the task forces and organizations of which the agency is a member and any associated membership dues paid.

Response:

Name of Organization	Membership Dues
National Association of Secretaries of State	$3,369
Sister Cities International	$1,800
National Notary Association	$119
Council of State Archivists	$2,750
Association for the Study of African American Life and History	$250

19. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for FY20, FY21, FY22, and FY23 to date. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).
    a. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY22 and FY23 to date for each program and activity code.
    b. Attach the cost allocation plans for FY22 and FY23.

Response:

See Attachment 4.

20. In FY21 or FY22, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

Response:

Office of the Secretary did not have any federal funds in FY21 or FY22.

21. Please provide a table listing every reprogramming of funds (i.e. local, federal and SPR) into and out of the agency for FY22 and FY23 to date, as well as anticipated inter-agency reprogrammings for the remainder of FY23. Please attach copies of the reprogramming documents, including the Agency Fiscal Officer's request memo and the attached reprogramming chart. For each reprogramming, include:
   a. The reprogramming number;
   b. The sending or receiving agency name;
   c. The date;
   d. The dollar amount;
   e. The funding source (i.e. local, federal, SPR);
   f. The program, activity, and CSG codes for the originating funds;
   g. The program, activity, and CSG codes for the received funds; and
   h. A detailed rationale for the reprogramming.

Response:

Sending agency	Receiving agency	Date of execution (actual or expected)	Dollar amount (actual or expected)	Originating funding source (i.e. local, federal, SPR)	Originating funds Program code	Activity code	CSG code	Received funds Program code	Activity code	CSG code	Detailed rationale for the reprogramming
AI0	BA0	8/24/2022	$140,500	Local	3010	30010	011 & 0014	1006B	1030	0041	2022-This request is to reprogram funds to BA0 from AI0 to cover the records storage with National Archives and Records Administrator.

22. Please list, in chronological order, every reprogramming *within* your agency during FY22 and FY23 to date, as well as any anticipated intra-agency reprogrammings. Please attach copies of any reprogramming documents. For each reprogramming, include:
   a. The date;
   b. The dollar amount;
   c. The funding source (i.e. local, federal, SPR);
   d. The program, activity, and CSG codes for the originating funds;
   e. The program, activity, and CSG codes for the received funds; and
   f. A detailed rationale for the reprogramming.

Response:

There were no reprogrammings within OS during FY22 or FY23 to date, and there are no anticipated intra-agency reprogrammings.

23. For FY22 and FY23 to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:
    a. The revenue source name and fund code;
    b. A description of the program that generates the funds;
    c. The revenue funds generated annually by each source or program;
    d. Expenditures of funds, including the purpose of each expenditure; and
    e. The current fund balance (i.e. budget versus revenue)

    Response:

Agency Code	Agency FUND	Description	DC Code/ Other Authorization	How is Amount Collected Determined	Type of Revenue Transaction	Who Makes Payment	Revenue in FY 22	Expenditure FY 22	Revenue in FY 23 to date	Expenditure FY 23 to date	Fund Balance
BA0	600	Notary Commission and Authentications provides commissions for all notaries pubic in the District of Columbia and authenticates documents.	Sale of Gov't Publications Amendment Act of 1990	Predetermined amount by the DC code.	Fee	Citizens	$957,530	$954,105	$170,085	$170,085	-

24. Please list all memoranda of understanding ("MOU") and memoranda of agreement ("MOA") entered into by your agency during FY22 and FY23 to date, as well as any MOU or MOA currently in force. (You do not need to repeat any intra-district MOUs that were covered in the question above on intra-district transfers.)
    a. For each MOU, indicate:
        i. The parties to the MOU or MOA
        ii. Whether a letter of intent was signed in the previous fiscal year and if so, on what date,
        iii. The date on which the MOU or MOA was entered,
        iv. The actual or anticipated termination date,
        v. The purpose, and
        vi. The dollar amount.
    b. Attach copies of all MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.
    c. Please list any additional MOUs and MOAs planned for FY23, including the anticipated agency(ies), purposes, and dollar amounts.

Response:

FY22

Buyer Agency	Seller Agency	Amount	Duration	Purpose of MOU
Office of the Secretary	Office of Finance and Treasury	$3,902.33	10/1/2021 - 9/30/22	Merchant services processor
Office of the Secretary	The Office of Support Services	$8,000.00	10/1/2021 - 9/30/22	Transportation, courier and procurement services

FY23- Interagency Agreements

Buyer Agency	Seller Agency	Amount	Duration	Service
Office of the Secretary	Office of Disability Rights	$150.00	10/1/2022 - 9/30/23	Sign Language Services

See Attachment 5 for copies of the MOU.

25. Please list all capital projects in the financial plan and provide an update on all capital projects under the agency's purview in FY22 and FY23 to date, including projects that are managed or overseen by another agency or entity. Please provide:
    a. A brief description of each project begun, in progress, or concluded in FY20, FY21, FY22, and FY23 to date;
    b. A status report on all capital projects including:
    a. The amount budgeted, actual dollars spent, and any remaining balances;
    b. Start and completion dates; and
    c. Current status of the project.
    c. A list of which projects are experiencing delays and which require additional funding;
    d. A status report on all capital projects planned for FY22, FY23, FY24, FY25, FY26, and FY27; and
    e. A description of whether the capital projects begun, in progress, or concluded in FY20, FY21, FY22, or FY23 to date, had an impact on the operating budget of the agency; if so, please provide an accounting of such impact.

Response:

OS' capital project is managed by the Department of General Services as the implementing agency.

FY23 Capital Funds:

(Dollars in Thousands)

Project #	Project Description	Allotment	Approved Funding						
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	CIP 6 Yr Total
AB102C	OPR/New Archives - planning and design funds for the DC Archives project	2,179	2,173	41,432	26,803	0	0	0	70,948

Updates on capital projects:
- **New DC Archives** – The construction of a new DC Archives will address the District's records center storage needs and provide a facility that meets industry standards, consolidates current collections to one location, and will have the capacity to accommodate future expansion. The archive requires facilities with highly specialized technical building systems that provide the controlled and secure environments necessary to ensure the long-term safety of the collections. The new facility will provide better security for the collections and enhanced access for the public. The project includes the selective removal of the University of District of Columbia (UDC) Building #41 and the construction of a new purpose-built facility to accommodate the updated program for the Office of Public Records.
- **Current status of the project:** In June 2022, the project restarted after being paused in 2018, and the project team has already completed the program requirements phase. The project is currently in the Concept Design Phase, to be followed by the schematic design phase with anticipated completion in the Winter of 2026.

26. Do you anticipate any increases or decreases to your operating budget in FY24? Do you anticipate any increases or decreases to your capital budget in FY24?

Response:

Office of the Secretary works with the Office of the City Administrator to develop its budget. The FY24 budget submitted by the Mayor to Council will reflect these efforts.

27. Please list each grant or sub-grant, including multi-year grants, received by your agency in FY22 and FY23 to date. List the following:
   a. Source;
   b. Purpose;
   c. Timeframe;
   d. Dollar amount received;
   e. Amount expended;
   f. How the grant is allocated if it is a multi-year grant; and

g. How many FTEs are dependent on each grant's funding, and if the grant is set to expire, what plans, if any, are in place to continue funding the FTEs.

<u>Response:</u>

OS did not receive any grants or sub-grants in FY21 and has not received any grants in FY22 to date.

28. Please describe every grant your agency is, or is considering, applying for in FY23.

<u>Response:</u>

OS is not currently considering applying for any grants in FY23.

29. Please list each contract, procurement, and lease leveraged in FY22 and FY23 to date, with a value amount of $10,000.00 or more. "Leveraged" includes any contract, procurement, or lease used by DOES as a new procurement establishment (i.e. HCA, BPA, etc.), contract extension, and contract option year execution. This also include direct payments (if applicable). For each contract, procurement, or lease leveraged, please attach a table with the following information, where applicable:

Part I
a. Contractor/Vendor Name;
b. Contract Number;
c. Contract type (e.g. HCA, BPA, Sole Source, single/exempt from competition award, etc.);
d. Description of contractual goods and/or services;
e. Contract's outputs and deliverables;
f. Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
g. Copies of deliverables (e.g. reports, presentations);
h. Contract Administrator name and title assigned to each contract and/or procurement;
i. Oversight/monitoring plan for each contract and associated reports, performance evaluations, cure notices, and/or corrective action plans;
j. Target population for each contract (e.g. unemployed adults, homeless youth, DOES staff, etc.);
k. Subcontracting status (i.e. Did the Contractor sub any provision of goods and/or services with another vendor);
l. Solicitation method (e.g. competitive bid via GSA or DCSS, sole source, task order against other agency's contract);
m. CBE status;
n. Division and activity within DOES utilizing the goods and/or services;
o. Requisitions and purchase order numbers established under each contract;
p. Corresponding, obligated amounts for each purchase order;
q. Corresponding, expended amounts (actuals) for each purchase order;

r. Funding source for each requisition and purchase order;
s. Index and PCA codes used each requisition and purchase order;
t. Activity code and name for each index and PCA used under requisitions and purchase orders;
u. Total contract or procurement value in FY22;
v. Total contract or procurement value in FY23 to date;
w. Period of performance (e.g. May 31 to April 30);
x. Current year of contract (e.g. Base Year, Option Year 1, etc.);

Part II
Please attach monitoring documentation, including any monitoring reports or performance evaluations developed for use. If any contract is performance-based, specify the basis of performance (i.e. the metrics) and describe the payment formula.

Response:

FY22

Type	Vendor	Description
Purchase Order	Digi Doc, Inc. DBA Document Managers	• Purpose: Provide annual operational support and maintenance for the Automation System Notary Application Portal. • Contract Administrator: Judi Gold • Total amount: $40,596.23 • Period of service: through September 30, 2022
Purchase Order	Adam Matthew Digital Ltd	• Purpose: Institutional Repository Quartex Inspire Package to host Archives' digital collections, digital exhibits, and digital finding aids • Contract Administrator: Lopez Matthews • Total amount: $11,195 • Period of service: through September 30, 2022
Purchase Order	ABC Technical Solutions	• Purpose: Purchase 2 units of Fujitsu scanner for OPR • Total amount: $11,202.84 • Period of service: through September 30, 2022

FY23 to date

Type	Vendor	Description
Purchase Order	Digi Doc, Inc. DBA Document Managers	• Purpose: Provide annual operational support and maintenance for the Automation System Notary Application Portal. • Contract Administrator: Judi Gold • Total amount: $45,741.36 • Period of service: through September 30, 2023

30. Please list each grant awarded by your agency during FY22 and FY23 to date, for good and/or services provided by your agency. Please attach any documentation of monitoring, including any reports developed. At a minimum, please include the following grants in your response:

[LIST KNOWN GRANTS]. For each grant, please include the following information, where applicable:
Part I
a. Grant/Program Title;
b. Grant/Program Number;
c. Grantee Name;
d. Description of goods and/or services;
e. Grant's outputs and deliverables;
f. Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
g. Copies of deliverables (e.g. reports, presentations);
h. Program Manager name and title assigned to each grant;
i. Grant Administrator name and title assigned to each grant;
j. Oversight/monitoring plan for each grant and associated reports, performance evaluations, cure notices, and/or corrective action plans;
k. Target population for each grant (e.g. unemployed adults, homeless youth, DOES staff, etc.);
l. Sub-granting status (i.e. Did the Grantee sub any provision of goods and/or services with another vendor);
m. Solicitation method (e.g. competitive RFA or sole source);
n. CBE status;
o. Division and activity within DOES utilizing the goods and/or services;
p. Requisitions and purchase order numbers established under each grant;
q. Corresponding, obligated amounts for each purchase order;
r. Corresponding, expended amounts (actuals) for each purchase order;
s. Funding source for each requisition and purchase order;
t. Index and PCA codes used each requisition and purchase order;
u. Activity code and name for each index and PCA used under requisitions and purchase orders;
v. Total grant award value in FY22;
w. Total grant award value in FY23 to date;
x. Period of performance (e.g. May 31 to April 30);
y. Current year of grant award (e.g. Base Year, Option Year 1, etc.);

Part II
Please attach monitoring documentation, including any monitoring reports or performance evaluations developed for use. If any contract is performance-based, specify the basis of performance (i.e. the metrics) and describe the payment formula.

Response:

Pursuant to Section 1022 of DC Act 19-93, the "Office of the Secretary Limited Grant-Making Authority Emergency Act of 2011," the Secretary has limited authority to issue competitive grants to nonprofit organizations to promote District of Columbia self-determination, voting rights, and/or Statehood. The objective of the grantmaking is to strengthen support for democracy for the citizens of the District through activities that promote District voting representation in Congress, Statehood, legislative and budget autonomy, or full democracy. For FY22 and FY23, OS has been authorized to issue competitive grants totaling $200,000 to promote DC voting rights and DC Statehood.

The Office of the Secretary issued a Request for Applications (RFA) from nonprofit and community-based organizations for the grant program to promote DC self-determination and Statehood. The grant is awarded on a competitive basis.

Awardees of DC Democracy Grant

Fiscal Year	RFA Issued	Recipients	Amount
FY22	Friday, December 3, 2021	DC Vote	$100,000
		Historical Society of Washington DC (DC History Center)	$35,000
		League of Women Voters Education Fund	$35,000
		Students for DC Statehood	$18,000
		Anacostia Coordinating Council	$12,000
FY23	Monday, November 14, 2022		

31. Please provide a copy of the agency's FY22 performance accountability report.
    a. Please explain which performance plan strategic objectives and key performance indicators (KPIs) were met or completed in FY22 and which were not.
    b. For any met or completed objective, also note whether they were completed by the project completion date of the objective and/or KPI and within budget. If they were not on time or within budget, please provide an explanation.
    c. For any objective not met or completed, please provide an explanation.

Response:

See Attachment 6.

a. FY22 KPI:

Division	KPIs completed in FY22	KPIs unmet in FY22
Office of Notary Commissions and Authentications	• Number of notary application processed (excludes government employees).	

	• Number of documents authenticated. • Number of customers served.	
Protocol and International Affairs		• Percent of ambassador welcome letters sent within three months of start of new term.
Office of Public Records and Archives	• Number of archival finding aids available online. • Percent of records requests fulfilled within five business days. • Percent of agencies with a retention schedule updated or reviewed within the fiscal year.	• Percent of agencies in regular communication with OPR, where "regular communication" is defined by attendance at OPR-hosted meetings or trainings, active use of the Naylor Court or Federal Records Center, and email or phone communication with OPR staff members.

b. KPIs completed in FY18 were completed by the completion date and within the budget.

c. Unmet KPIs in FY22

Division	KPIs unmet in FY22	Explanation
Protocol and International Affairs	• Percent of ambassador welcome letters sent within three months of start of new term.	We are revamping Welcome package.
Office of Public Records and Archives	• Percent of agencies in regular communication with OPR, where "regular communication" is defined by attendance at OPR-hosted meetings or trainings, active use of the Naylor Court or Federal Records Center, and email or phone communication with OPR staff members.	Some agencies started to get back to the records backlog after dealing with the pandemic.

32. Please provide a copy of your agency's FY23 performance plan as submitted to the Office of the City Administrator. Please discuss any changes to outcomes measurements in FY22 or FY23, including the outcomes to be measured, or changes to the targets or goals of outcomes; list each specifically and explain why it was dropped, added, or changed.

Response:

See Attachment 7.

33. Please provide the number of FOIA requests for FY22 and FY23 to date, that were submitted to your agency.
    a. Include the number granted, partially granted, denied, and pending.
    b. Provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.
    c. Did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? Please provide a copy of that report as an attachment.

Response:

FOIA Requests:
- FY 2022: 6
- FY 2023: 3

FY 2022 FOIA Requests granted: 1.
FY 2022: Transferred to the Appropriate Government Agency: 5.

The average response time is 75.2 days. There is one FTE assigned to process the Office of the Secretary FOIA Requests. The hours spent responding to the requests are 40 hours, and the cost is $2,842.31.

The Office of the Secretary will files its report of FOIA disclosure activities. Please see Attachment 8.

34. Please list all reports or reporting currently required of the agency in federal law, the District of Columbia Code, or Municipal Regulations. For each, include
    a. The statutory code or regulatory citation;
    b. Brief description of the requirement;
    c. Any report deadlines;
    d. Most recent submission date; and
    e. A description of whether the agency is in compliance with these requirements, and if not, why not.

Response:

There are no reports or reporting currently required of OS in federal law, the District of Columbia Code, or Municipal Regulations.

35. Please list any reports produced for the Executive Office of the Mayor or for the Senior Advisor (such as "hot items").

Response:

OS does not have any reports produced for the Executive Office of the Mayor or for the Senior Advisor.

36. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained. What training deficiencies, if any, did the agency identify during FY22 and FY23 to date?

Response:

OS encourages all employees to take courses offered by DCHR's Center for Learning and Development, and all OS staff are current with mandatory trainings.

The Attorney Advisors at the Office of Documents will also take Continuing Legal Education courses offered by the Mayor's Office of Legal Counsel.

37. Please discuss performance evaluations.
    a. Does the agency conduct annual performance evaluations of all its employees?
    b. Who conducts such evaluations?
    c. What steps are taken to ensure that all agency employees are meeting individual job requirements?

Response:

To ensure that all employees are meeting individual job requirements, supervisors track the performance of their teams and as needed, conduct one-on-one meetings to correct any deficiencies in performance.

38. Please list all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during FY20, FY21, FY22, or FY23 to date. Please provide an update on what actions have been taken to address each recommendation. If the recommendation has not been implemented, please explain why.

Response:

There were no recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during FY20, FY21, FY22, or FY23 to date.

39. Please attach copies of the required annual small business enterprise (SBE) expenditure reports for your agency for FY22 and FY23.
   a. D.C. Official Code § 2-218.53(b) requires each District agency to submit supplemental information with their annual SBE expenditure report, including: a description of the activities the agency engaged in to achieve their fiscal year SBE expenditure goal; and a description of any changes the agency intends to make during the next fiscal year to achieve their SBE expenditure goal. Please provide a copy of the required information for FY22 and FY23.

Response:

See Attachment 9.

I. Agency Specific

40. Please list OS's priorities in FY22 and FY23 to date, and how those priorities have been addressed. If not addressed, please discuss why.

Response:

- Implementing e-notarizations. -
  ONCA is working to implement in-person e-notarization in March 2023. The Final Rulemaking was published in the DCRegs on October 21, 2022.
- A new state-of-the-art Office of Public Records: OPR will continue to work with DGS towards the goal of moving to a new building that can accommodate all of the District's holdings, a research room, and will include program space for exhibits, meetings, and classes. The new building with a proper storage environment will also contain new mechanical and electrical systems that will meet the needs of a modern archives. -
  OS has completed the programming requirements portion of the project and is currently in the Concept Design Phase of the project.
- Continue to review the Office of Documents internal operations to ensure an efficient District of Columbia Register publication experience for Office of Documents staff and its government agency customers. -
  The Office of Documents staff will continue to train our District government agency customers in the proper and effective use of DCRegs to publish notices and rulemakings. We will continue to review and modify our non-rulemaking and rulemaking publications guidelines to aid agencies to publish materials in the District of Columbia Register.
- Expand the Sister City program. –
  We are strategically working to build relationships with targeted embassies to expand the Sister City program.

- Grow and further develop the Embassy Neighborhood Task Force. -
  OS continues to execute the functions of the Embassy Neighborhood Task Force.

41. What are OS' top five priorities in FY24?

<u>Response:</u>

- Implement a digital preservation system to preserve born digital, and digitized records, as well as web archive records from DC government agencies.
- Re-organize the records management division to allow for enhanced support for agencies in their records management and updating of records schedules.
- Continue to review the Office of Documents internal operations to ensure an efficient District of Columbia Register publication experience for Office of Documents staff and its government agency customers.
- To move the Office of Notary and the Office of the Documents to a location that will allow the offices to grow.
- Expand the Sister City program.

42. Please describe any initiatives that OS implemented in FY22 or FY23 to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

<u>Response:</u>

- During FY22, the Office of Documents eradicated its backlog of final rulemaking codifications and is now able to codify final rulemakings each Friday.
- ONCA uses iPads for sign-in at its training/orientation for new notary applicants to improve the overall efficiency of the notary training/orientation process.
- In the Office of Public Records, OS has implemented several strategies to improve the operations of the office. To streamline the research process and better support the public, OPR has developed electronic requests through its new archives management system. This system allows the archives to receive and track requests electronically. OPR has also begun a digitization project for Land Records, which will streamline the research process. The office is also realigning the staff to provide focused support for district Records Managers. This includes assigning records information specialists to each agency to support their records management programs. OPR has also developed an online records management guide to provide training, forms, and other needed information to support agencies in their records management.

43. Please list each new program implemented by OS during FY22 and FY23 to date. For each program, please provide:
    a. A description of the program;
    b. The funding required to implement to the program;

c. The program and activity codes in the budget; and
d. Any documented results of the program.

Response:

- ONCA will implement e-notarizations in March 2023. The cost will be covered under the annual maintenance for OnBase platform.

44. Please explain the impact on your agency of any legislation passed or regulations adopted at the federal level during FY22 and FY23 to date, which significantly affects agency operations.

Response:

There has been no impact to OS due to any legislation passed or regulations adopted at the federal level during FY22 and FY23, to date.

45. Please identify any legislative requirements that your agency has not implemented. Please explain.

Response:

ONCA plans to submit amendments to the DC Code regarding notary public laws.

46. Please discuss any legislation your agency plans to submit to the Council in FY23 or FY24.

Response:

ONCA plans to submit amendments to the DC Code regarding notary public laws.

47. Please list all regulations for which the agency is responsible for oversight or implementation.
   a. For each regulation, please list the chapter and subject heading, and the date of the most recent revision.
   b. Please list any pending or planned regulatory action, including the chapter and subject, status, and actual or anticipated completion date.

Response:

DCMR	Title Heading	Chapter Heading	Last Revised
Title 1- Chapter 2	Mayor and Executive Agencies	Official Publications	1990

Title 1-Chapter 3	Mayor and Executive Agencies	Rules of the Office of Documents and Administrative Issuances	2014
Title 1- Chapter 15	Mayor and Executive Agencies	Public Records of the District of Columbia	1989
Title 17- Chapter 24	Business, Occupations, and Professionals	Notaries Public	This Chapter was repealed on December 4, 2018. Final regulations to implement the Uniform Revised Uniform Law on Notarial Acts Act became effective on October 21, 2022, with their publication in the *District of Columbia Register*.

48. Please discuss the implementation of e-notary services. Please further discuss the implementation of B24-0457.

   Response:

   In-person e-notary services will be available in March 2023. We are finalizing the online application and updating the website and Notary Handbook. The office also has notified the vendors capable of providing the technology that the District will soon implement e-notarization. Once implemented, the entire process will be digital.

   We work to implement B24-0457 - remote notarizations. We have drafted the Rules, and the remote notarization will be implemented after we execute e-notarization in March 2023.

49. Please discuss any communication OS has had with the health community (such as hospitals, nursing homes, etc.) or the real estate community (such as property owners and managers) regarding the implementation of e-notary services.

   Response:

   These organizations have generally not communicated regarding in-person electronic notarizations. Very few have asked about remote notarizations, and we have informed them that we are working to implement this.

50. What is the number of notary applications received in FY22 and FY23 to date? How many applications have been approved in FY22 and FY23 to date?

Response:

The number of notary applications received in FY22 is 8,675, including applications from government employees.

The number of notary applications received in FY23 to date is 2,773, not including applications from government employees.

51. Please list the total dollar amount of fees associated with notary applications/services that OS collected for each of the following fiscal years: FY21, FY22, and FY23 to-date. Please also explain if these fees matriculated into the OS budget.

Response:

The majority of ONCA's revenue is generated from document authentications. Only a small portion, about 15%, comes from processing notary applications.

The revenue generated by ONCA supports OS operations through Special Purpose Revenue Funds. In FY23, OS requested a budget authority of $1 million in SPR, which is used to fund its six FTEs.

52. Please describe the services provided by the Ceremonial Services Unit (i.e. what kinds of documents does the Ceremonial Services Unit produce?). How many total documents did the Ceremonial Services Unit produce in FY22 and FY23 to-date?

Response:

The Ceremonial Services Unit produces the following types of documents from the Mayor:

- Anniversary Letters: for wedding anniversaries 50 years or more and other anniversaries of 5 or more in 5-year increments.
- Birth Day Letters: for 75th Birthdays and higher in increments of 5 years.
- Scouting Achievement: to District resident Boy Scouts who have achieved the Eagle Scout and Girl Scouts who earn the scouting Gold Award.
- Letters of Appreciation: for individuals or organizations that have performed public service or contributed to the success of an event for the Mayor, the government, or the city.
- Condolence Letters: to the family of a deceased individual or for memorial services.
- Letters of Congratulations: for significant accomplishments of individuals or organizations and for weddings, anniversaries, birthdays, and retirements.

- Letters of Greeting: to individual or organization hosting a conference, convention, family reunion, or an event in the Washington metropolitan area.
- Proclamations: for civic, humanitarian, or charitable contributions by individuals or organizations that have made a significant impact on the quality of life in the District of Columbia, their communities, or the nation.
- Retirement Letters: for retiring District and Federal employees.

The Ceremonial Services Unit produced 721 documents in FY 2022 and 210 documents to date in FY 2023.

53. Please provide a detailed update on the new OPR building, including any changes in FY22 and FY23 to date. Please include a project timeline, and any discussions, meetings, and updates.

Response:

Currently, the project is in the Concept Design Phase. Starting in June 2022, the project team began meeting to complete the program requirements document, which was submitted for public comments through September 30, 2022. Extensive comments were received from the Archives Advisory Group, the Friends of the DC Archives, and members of the general public. These changes were discussed and evaluated against National Archives and Records Administration standards and industry-wide best practices. Where appropriate, the comments were incorporated into the program requirements document.

Since the project restarted in June 2022 after pausing in 2018, the team has met weekly or biweekly to discuss issues, concepts, and the progress of the project.

Project Timeline:
Programming Phase:	5/13/2022 – 10/14/2022
Concept Design Phase:	8/19/2022 – 12/9/2022
Schematic Design (scheduled):	12/9/2022 – 3/17/2023
Design Development (anticipated):	3/17/2023 – 7/7/2023
Construction Documents (anticipated):	7/7/2023 – 2/16/2023
Construction Phase (anticipated):	6/7/2024 – 7/11/2026

54. Please describe how OS discusses and incorporates feedback from the DC Archives Advisory Group.

Response:

State Archivist and Public Records Administrator Lopez Matthews Jr. regularly attends the Archives Advisory Group meeting, where he responds to questions, provides updates, and receives feedback from the group. This feedback is then shared with the project team for

discussion and incorporation into planning and development where appropriate. Furthermore, there have been several informal conversations to update the group on the status of updates at OPR.

55. How has OS spent, or how does OS plan to spend, the additional $1,000,000 in capital funds allocated in the FY23 budget for the new OPR building? How has OS spent, or how does OS plan to spend, the additional $300,000 in operating funds allocated in the FY23 budget for OPR preservation and digitization of records, IT infrastructure, and records management?
Response:

The capital funds allocated in the FY23 budget were used to fund the hiring of the architecture design team for the archives project, which led to the development of the program requirements report and allowed us to advance to the Concept Design Phase.

The additional $300,000 operating funding has been used to develop a digital program for OPR. This included the acquisition of digitization software and hardware. We also acquired an archival content management system, archival services software platform, and a digital archive to share digital content with the public.

56. Please describe the activities of the new Office of Public Records' Administrator.

Response:

Since coming on board in April 2022, the new OPR Administrator has addressed numerous outstanding issues and has completed the following activities:
- Developed public programs
- Attended Archives Advisory Group meetings
- Researched and implemented:
  - Archival content management system
  - Archival Services Software Platform
  - Digital Archive platform
- Addressed issues in the current facility
- Conducted site visits to DC and Maryland where the DC Government records depositories have been identified
- Developed project plan to survey and rehabilitate records held around the city and Maryland
- Facilitated return of artifacts on loan
- Developed a digitization workflow and implemented a digitization program
- Presented and participated in several public records lectures at universities and institutions around and outside of Washington, DC
- Developed research guide to support district records managers
- Held District-wide records managers' meeting
- Professional Development Activities:
  - DC History Conference Planning Committee

- Executive Council of the Association for the Study of African American Life and History
- Institute for Museums and Library Services (IMLS) African American History Grant Review Committee
- National Capital Planning Commission Community Stakeholder Workshop
- National Council of Public History – Government Historians Committee
- National History Day Judge
- Society of American Archivists/CoSA Conference Planning Committee

57. Please describe the progress in hiring new staff for the Office of Public Records funded in the FY23 budget.

Response:

OPR has interviewed and hired an archivist and is in the process of reviewing applicants for the Records Information Specialist position.

58. Please provide a list consisting of the types of available materials through the DC Archives. Does the Office of Public Records have a comprehensive inventory of materials to be held in the new OPR building?

Response:

The Office of Public Records has a comprehensive inventory of records held in the Naylor Court facility and the Washington National Federal Records Center.
The following records collections are available through the DC Archives:
- Birth certificates (1874-1897)
- Death certificates (1874-1945)
- Marriage certificates (1870-1920)
- Wills (1801-1999)
- Administration cases (1879-1958)
- Indentures of Apprenticeship records (1812-1893)
- Guardianships and Administrative Bonds records (1862-1939)
- Reports of the Board of Commissioners (1874-1960)
- Articles of Incorporation* (1870-1957)
- Construction building permits and technical drawings* (1949-1995)
- Recorder of Deeds land transaction records (1797-1930)
- Engineering Commission (ED) records (1898-1955)
- Board of Health Minutes (1822-1878)
- Board of Architects Minutes (1925-1989)
- DC Jail committal records (1850-1934)

- Records of the Financial Responsibility and Management Assistance Authority (Control Board)

59. Please identify all electronic databases maintained by your agency, including the following:
    a. A detailed description of the information tracked or maintained within each system;
    b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
    c. Whether the public can be granted access to all or part of each system.

Response:

Division	Type of Databases	Explanation	Public Accessibility
ONCA	OnBase	OnBase was installed in 2019. Since then, there have been many upgrades, and we will have additional upgrades in February-March 2023 to accommodate in-person electronic notarizations. OnBase is used to electronically receive and track all notary applications and to maintain a list of notaries public.OnBase also tracks applicant payments, orientation status, and when the notary oath is taken. It also disseminates notifications.	The public has access to the Search for a Notary Public map. The public has access to the online application.
ODAI	DCRegs	DCRegs database tracks notices submitted for publication from four main user groups: the DC Council, Executive agencies, independent government agencies, and DC Public Charter Schools. Within the database, DCRegs tracks each uploaded notice by assigning the notice an ID. DCRegs tracks the name of the user who created the notice and users who make any changes to the uploaded notice, as well as the action type (e.g., submit, return, confirm for publication), and date and time for each	The public has access to information through DCRegs: District of Columbia Register (2008 to present), District of Columbia Municipal Regulations and Mayor's/Commissioners Orders.

		action. Authorized users can view the tracking information using the Notice History for each notice. DCRegs was created in 2009. In October 2017, ODAI launched a new DCRegs based on FileNet Architecture, which among other things, allows for faster searches. FileNet will also allow ODAI to upload historical documents that were published as hardcopies.	
OPR	AXAEM	AXAEM tracks all holdings in both the archives and the records center; monitor and facilitate reference requests; automate the acceptance of records into the records center; implement workflows for the accessioning of archival collections; monitor visitors to the facility; and maintain data about agency records officers and the activities they are authorized to perform.	The following components are coded and are designed to be publicly accessible, but will not be fully functional until we have the following bibliographic data for our records: • Acceptance of records into the records center (role-specific access granted to agency records officers); and • Online request form (access to the front end, not the underlying data).
OPR	ArchivesSpace	OPR acquired ArchivesSpace in FY22. The application is designed to support core functions in archives administration such as accessioning; description and arrangement of processed materials, including analog, hybrid, and born-digital content; management of authorities (agents and subjects) and rights; and reference service. The application supports collection management through collection management records, tracking of events, and a growing number of administrative reports. The application also functions as a metadata authoring tool, enabling the generation of EAD,	The public Facing interface that will be integrated into the OPR digital archive for public research.

		MARCXML, MODS, Dublin Core, and METS formatted data.	
OPR	SpringShare	In FY22, OPR acquired the SpringShare software platform. This provides various applications to assist with archival information management. The database application is called "libconnect". It is a database of records managers and patrons who have submitted requests to the DC Archives. It allows the DC Archives to track interactions with the public and records managers. It also allows the office to send email blasts to designated records managers.	This application is not accessible to the public. It contains contact information for records managers and members of the public who have submitted requests to OPR. Public access is through the SpringShare libguides application, which allows for reference guides and forms to submit requests to OPR.
OPR	Quartex by AM	In FY22, OPR acquired Quartex by Adam Matthews. Quartex is a digital asset management (DAM) system that enables libraries and archives to showcase digital archival material.	Once fully implemented, the system will allow the worldwide public access to search digitized records uploaded to the system, and finding aids generated by ArchivesSpace from OPR.

60. Please provide a detailed description of any new technology acquired or any upgrades to existing technology in FY22 and FY23 to date, or anticipated for the remainder of FY23.
    a. Include the cost, what it does, and the budget program and activity codes that fund it.
    b. Cross reference to any relevant contracts (name or number) in the responses above.
    c. Please explain if there have there been any issues with implementation.

Response:

- **OnBase:** OnBase was upgraded in FY22 to accommodate in-person electronic notarizations. In FY23, we will have additional upgrades for e-notarizations and to implement remote notarizations. There have been no issues with implementation. The estimated total cost is $14,000. Program: 1005 – Notary.
- **ArchivesSpace:** The application is designed to support core functions in archives administration such as accessioning, description and arrangement of processed materials, and reference service. The application supports collection management through collection management records, tracking of events, and a growing number of administrative reports. The application also functions as a metadata authoring tool, enabling the generation of EAD, MARCXML, MODS, Dublin Core, and METS formatted data. There have been no issues with implementation. The cost is $300. Program: 1006 – Office of Public Records.

- **Springshare:** The libapps software platform is a suite of content management applications that support libraries and archives as they interact with the public. OPR allows OPR to develop reference guides, track interactions with patrons and records managers, develop online tutorials, and manage scheduling. There have been no issues with implementation. The cost is $4,796. Program: 1006 – Office of Public Records.
- **Quartex by Adam Matthew:** Digital Asset Management software that allows for public access to digitized collections and online finding aids. It also gives OPR the ability to develop digital exhibitions. The cost is $11,195. Program: 1006 – Office of Public Records.

61. Please discuss in detail whether any procedural updates or changes have been made to the DC Register in FY20, FY21, FY22, and FY23 to date. Has the Office of Documents Rulemaking Handbook been published?

Response:

During FY20, FY21, and FY22, the Office of Documents' staff evaluated the online platform DCRegs to determine if the recently implemented system met the performance objectives of the Office, ease of use, and considered options to improve the online platform. This work included evaluating the Login module and Public Charter School, Council, Agency, and Admin User Main Menus for necessary improvement. The highlights of the results of this work are as follows.

In FY21, this resulted in changes to DCRegs, including resolving customer reported issues with the Full Text Search Function. The Search Function issue was resolved, and changes were made to the platform by OCTO's Applications Development & Operations Division.

In FY22, we focused on software development work and agency operational issues and support. We worked with OCTO to implement the Notice Audit history function. This function allows the Office of Documents and the registered users to track the processing history for notices submitted for publication in the *District of Columbia Register*. ODAI staff and the registered users are now able to view the date and time and a person created, submitted, confirmed, and published a notice.

We also worked with OCTO to implement the Rule Audit history function for tracking the codification process for each section published in the online District of Columbia Municipal Regulations. ODAI staff is now able to view the date and time a staff member created, submitted, confirmed, and published a rule.

During the FY23 first quarter, we reviewed the Login module and the Public Charter School, Council, and Agency User Main Menus and compiled the improvements to add to the modules. The software requirements have been compiled for the Login module. The requirements include fixing a bug related to resetting passwords. DCRegs requires public charter schools (PCS) and independent board users who have non-dc.gov emails to set their passwords. The link for resetting passwords does not work. We have been using a

workaround that requires each user to send the link to Dcdocuments@dc.gov. We regenerate the appropriate link and then send it back to the user. In FY23 Quarter 2, we will seek the assistance of OCTO to fix the ResetPassword link so that users can set/reset their passwords independently. This will shorten the time it takes to register PCS and independent board user. We would also like to update some of the error messages related to the module.

During FY23 and FY24 we will follow that up with changes for:

- Public Charter School User Main Menu
- Council User Main Menu
- Agency user main menu

62. Are there any anticipated changes or updates to the DC Register in FY23 and FY24? If so, please list each in detail.

Response:

Please refer to the response to question number 61 above.

63. What are the services provided for the diplomatic and international community?

Response:

The Office of the Secretary serves as the liaison to the diplomatic and international community in Washington, DC.

The following are some services provided to the diplomatic and international community:
- Working with Ambassadors and their staff to facilitate municipal services and special requests.
- Meeting with foreign officials.
- Sharing best practices and planning sessions for international delegations.
- Arranging educational exchanges for students.
- Coordinating projects between citizen groups and the diplomatic/international community.
- Providing venues where information can be shared among the different communities.
- Arranging mayoral visits.
- Sending National Day Letters to embassies, along with Welcome Packets to newly arrived Ambassadors.
- Facilitating communications among the US State Department, the diplomatic/ international community, neighbors, and other government agencies for the exchange of information, providing assistance, or resolving situations.
- Assisting the international community in understanding the District requirements for permits and other issues relating to the execution of Embassy-sponsored events.

- Assisting embassies who request assistance in planning their National Day celebrations or other events. OS connects these diplomats with the relevant resources within DC Government and around Washington, DC, including the National Park Service.

64. Does OS conduct outreach activities to the local and international community? Please provide a list of outreach efforts and include its successes and shortcomings.

Response:

The Office of the Secretary conducts its outreach and engagement activities in several different ways. We do this sometimes alone, as an agency, or in partnership with other agencies. In all cases, we regularly inform the international community of our activities and opportunities to partner. These include through:
- Active social media presence.
- Active engagement with our diplomatic corps upon naming a new Ambassador.
- A robust National Day letter program that commemorates each country's national day or independence. In 2022, we sent 170 letters.
- The National Day letter program is supplemented by commemorative tweets when appropriate. During COVID, when events were not being held at embassies, our tweets were well received.
- Hosting meetings with Ambassadors and Embassy staff on a variety of topics, including introductory meetings to programs embassies are interested in, such as partnerships with DC Public Schools, Washington, DC's Sister City Program, educational and cultural interests, or concerns over issues facing the country's citizens residing in DC, and more. OS held 83 meetings in 2022.
- The Embassy Neighborhood Task Force manages, mitigates, and resolves issues between DC residents and more than 175 embassies around the city by connecting the resources of DC Government and US State Department to the appropriate parties.
- The Embassy Adoption Program, part of DC 's Public School Global Division, allows 5th and 6th graders students to learn about the history and culture of nations worldwide through partnerships with embassies in DC. OS is responsible for assisting with EAP promotion and recruitment in the diplomatic community.
- Coordination and logistics around meetings through the International Visitor Leadership Program, which brings international visitors to DC from around the world to the United States as part of a mid-career educational exchange program. OPIA serves as the coordinating office for these meetings with DC government officials. In 2022, we hosted 17 groups from 61 countries over the calendar year. A total of 170 visitors participated.
- Official signing of books of condolence on the death of international leaders. In FY 22, OS performed this protocol function for the city for the passing of Prime Minister Shinzo Abe and Her Majesty Queen Elizabeth II. For Queen Elizabeth II's passing, Washington, DC received high praise for posting the flag of the United Kingdom along Pennsylvania Avenue NW, after word of her death was reported around the world.
- Serve in a leadership role for the National Cherry Blossom Festival in partnership with Embassy of Japan.

- Serve as a liaison to EOM offices as needed, i.e., Scheduling, other offices needing special handling like MPD, DDOT on issues of parking in front of the Consulate/crowding street, OTR on deeds and taxes, etc.
- We support our sister agencies regularly through outreach with diaspora events, including events that celebrate milestones, commemorative dates, parades, service dates, etc. These events often inspire international interest from embassies which OS helps coordinate.
- OS is also invited to attend events hosted by the Office of Foreign Missions (OFM), which hosts events that include all embassies in Washington, DC, to ensure that the city has a constant presence in this community. These events are generally social and, in 2022, include the reception for the incoming OFM Director, OFM Street Fair, and the OFM Trick or Treat Ball.
- We also assist the Office of Federal and Regional Affairs in securing an embassy sponsor for the winter conference of the US Conference of Mayors. Mayor Bowser serves as the Chair of the International Affairs Committee.

65. Please describe the activities of the Embassy Neighborhood Task Force in FY22 and FY23 to-date (note that in last years performance oversight responses, OS indicated that growing and developing the ENTF was a priority for FY23). Has the ENTF been formally established through mayoral order?

Response:

The Embassy Neighborhood Task Force helps manage, mitigate, and resolve issues promptly between DC residents and over 175 embassies around the city by connecting the resources of the DC Government and the US State Department to the appropriate parties.

Issues are presented to OS through ANC Commissioners and the DC City Council. OS engages DC Government offices such as DOEE, Department of Licensing and Consumer Protection (previously DCRA), DC Water, DDOT, DPW, OCFO, etc., as needed. The Office of Foreign Missions at the State Department is also represented on the task force and works with OS to manage concerns regarding diplomatic missions and their needs. The Embassy Neighborhood Task Force has been a critical part of OS's outreach in the international community, residential communities, and its elected and non-elected leaders.

FY 2022-2023:

- OS helped successfully remediate water and oil leaks from embassy properties into environmentally sensitive waterways and roads.
- Helped resolve consistent and long-term rodent infestations into residential properties from diplomatic mission properties.
- Addressed and resolved complaints from residents on excessive trash, ignored and overgrown greenery into public spaces obstructing walkways.
- OS helped in securing repair of broken infrastructure impediments which helped in avoiding damage to other neighboring and historical structures.

- OS helped in the assessment of abandoned properties for additional disciplinary action and enforcement.
- OS helped to restore residential parking spaces (non-diplomatic) from diplomatically held ones for over ten years thus assisting residents with additional parking in heavily trafficked and congested neighborhoods.
- OS helped resolve incorrect DC title deeds and official property information thus protecting DC residents from accruing excessive violation fines due to incorrect information on original deeds and official title documents.
- Addressed the illegal removal of trees by diplomatic missions on or near diplomatic property boundaries.
- OS assisted with consistent noise and protestor complaints in and from diplomatic missions.
- Helped in identifying vacant foreign properties and assisted in having graffiti and trash removed.

66. Does OS organize in-person events that are open to the public? Does OS organize virtual events that are open to the public? Please provide details on where upcoming events are published.

    Response:

    OS organizes both in-person and virtual events. Many OS events are open to the public, and we publicize these events using social media, emails, and posting the information on our website.

    OS also manages the Commission on the Martin Luther King, Jr. Holiday and the DC Emancipation Day Commission, which are regulated by the Open Government Act, which requires that meetings be open and available to the public. Information on meetings and events is published on the OS website, an annual meeting calendar is published in the DC Register, and meetings and events are publicized on the Open DC website. Public outreach is also amplified on social media platforms, including Twitter and Instagram.

67. Please provide details on any operational changes within OS in FY22 and FY23 to date.

    Response:

    There were no operational changes within OS in FY22 and FY23 to date. OS adjusted its operations by utilizing online and virtual platforms. Some of the functions in the Office of the Secretary have allowed for online processing.

68. Are there any anticipated operational changes within OS in FY23?

Response:

ONCA will implement in-person electronic notarizations in March 2023, and we will work to implement remote notarizations shortly thereafter in FY23.

69. Has OS received any additional funding source, including federal, local, private grants, or escheated estates in FY20, FY21, FY22, and FY23 to date? How have those additional funds been expended, or how does OS plan to use those additional funds?

Response:

OS has not received any additional funding source, including federal, local, private grants, or escheated estates in FY20, FY21, FY22, and FY23 to date.

70. Please describe the Sister City program, and please include a list of all sister cities.

Response:

The Sister City program fosters partnerships between cities around the world, focusing on areas of economic development, education, youth and cultural exchange, and government administration.

Given that Washington, DC is a capital city, we exclusively partner with other capital cities around the world, with the exception of Sunderland, England, as George Washington's ancestral home.

These partnerships lead to collaborative projects, initiatives, and productive relationships between governments, fostering community engagement here and abroad.

The District of Columbia has signed Sister City Agreements or Protocols of Friendship with the following 15 cities:
- Bangkok, Thailand
- Dakar, Senegal
- Beijing Municipality, People's Republic of China
- Brussels Capital Region, Belgium
- Tshwane (Pretoria), South Africa
- Paris, France
- Athens, Greece
- Seoul Metropolitan Government, Republic of Korea
- Accra, Ghana
- Sunderland, United Kingdom–George Washington's Ancestral Home
- Rome, Italy
- Ankara, Turkey
- Brasilia, Brazil

- Addis Ababa, Ethiopia
- San Salvador, El Salvador

71. Please list all activities within the sister cities program in FY22 and FY23.

Response:

FY22:
- Welcomed H.E. Hajia Alima Mahama, Ambassador of Ghana to the US at her inaugural reception in Washington, DC.
- Organized and facilitated the visit and meeting of South Korean Consular officials from New York City with the Director of DC Lab.
- Participated in Sister Cities International virtual meeting with US Embassy and Tshwane, South African municipal officials.
- Participated as panelist (four other international including Accra, Ghana and domestic Mayors) in Sister Cities International sponsored virtual summit celebrating International Women's Day.
- Attended a dinner welcoming Ambassador Zappia, Italy's first female Ambassador to the United States.
- Attended Georgetown University sponsored event with the Prime Minister of Greece.
- OS hosted and organized high-level Brussels, Belgium delegation meetings in June and November 2022 with DC Lab and DOEE officials regarding climate change, energy renewal, congestion traffic, and tax revenue ideas currently underway in Brussels, Belgium.
- Assisted in the recruitment of Sister City Embassies to participate in Passport DC weekend and visited thirty Embassies including Sister Cities Embassies (Ethiopia, Thailand, South Africa, etc).
- Organized and facilitated an International Visitors Leadership Program (IVLP) for Greek Teachers delegation from Greece.
- Organized and facilitated an International Visitors Leadership Program (IVLP) of "Dismantling Racial and Social Justice" for the delegation from Brazil.
- Participated in an Italian Student Welcome Event at the Embassy of Italy.
- Attended and participated in the celebration of Earth Day event at the Embassy of France.
- Attended event/reception welcoming the Finance Minister of Ethiopia.
- Attended and participated at event celebrating the tenure of the departing Ambassador from Ethiopia.
- Attended South Africa Day at the Embassy of South Africa.
- Participated with the Ambassador from France in the Zero Hunger Mural unveiling at 3rd and H Street, NE, Washington, DC.
- Participated in the "Night of Ideas" with Embassy of France at the MLK Library.
- Attended a reception at the Belgian residence of the Ambassador in conjunction with Brussels' delegation meetings in June 2022 and November 2022.
- Participated in the DC Chamber 2nd Annual Women in Business Luncheon/event honoring the Ambassador from Ghana.

- Attended event celebrating Queen of Thailand's birthday.

FY23:
- Hosted African Leaders Summit, including DC-Sister City Countries during President Biden's National African Leaders Summit.
- Attended an event celebrating Greek American Women at the Embassy of Greece.
- Attended an event honoring Thailand's National Day and participated with a proclamation.
- Hosted Ambassadors from El Salvador and Great Britain at the Inauguration of Mayor Bowser on January 2, 2023.
- Facilitated follow up meetings with the new Ambassador from Thailand and Embassy team on helping to organize an annual Thai Festival in Washington, DC.
- Attended and participated in event celebrating Chinese Lunar New Year at the Embassy of China.
- Attended and participated in Mardi Gras event at the Embassy of France.

72. Please describe the goals and accomplishments of the Emancipation Commission in FY22 and FY23 to date.

Response:

The Commission will focus on educating DC residents about the history of Emancipation Day, Voting Rights, and the fight for DC Statehood to promote DC pride, and to build awareness about the meaning of the April 16th public holiday and the legacy of freedom.

Every year, in collaboration with the Executive Office of the Mayor, the Office of the Secretary and the Commission, plan and organize an annual Emancipation Day Parade and Democracy Breakfast. These traditional events are expected to return in 2023. The Democracy Breakfast will resume in person this year after we paused it during the COVID-19 pandemic.

The Office of Public Records and the Commission, partner with community and university groups, historians, and subject matter experts, will develop and plan lecture series throughout the community in DC. With the success of the hybrid events in 2022, we will arrange the same format for this year.

For 2022, the theme selected by the Emancipation Commission was "160th Anniversary of DC Emancipation Day – The March for Freedom Continues."

The Commission met for the first time in 2023 on January 26 to begin planning for this year's events. A total of six meetings are scheduled for the Commission before our celebration and holiday on Monday, April 17, 2023.

73. Please describe public engagement methods for Emancipation Commission activities in FY22 and FY23 to date.

   Response:

   All DC Emancipation Programming was free and open to the public. Registration on Eventbrite was promoted on social media, the OS website, and included in an email blast sent out to thousand of Washingtonians. The Executive Office of the Mayor, the Mayor's Office of Community Affairs also promoted OS' Emancipation Day programming, as well as the members of DC Emancipation Day Commemoration Commission.

   The Office of the Secretary and the Office of the Public Records partner with community and university groups, historians, and subject matter experts to develop the annual program for each calendar year.

   The calendar of public meetings has been posted to the OS website, the Open DC website, and the DC Register. The first meeting of the Emancipation Commission was scheduled for January 26, 2023. A total of six meetings for this commission are scheduled in 2023. Emancipation Day will be observed in the District of Columbia on Monday, April 17th.

   The selection of Commissioners is a thoughtful process to ensure thought leaders, academics, and community input from across the District. Each member brings a network of resources and circles of influence enabling us to broaden our public engagement to ever wider audiences.

74. Please describe the goals and accomplishments of the DC Voting Grant in FY22 and FY23 to date. Please also attach all grantees reports from FY19 (before the pandemic) and from FY22 and FY23 to-date.

   Response:

   The objective of the grant is to strengthen support for democracy for the citizens of the District through activities that promote District voting representation in Congress, Statehood, legislative and budget autonomy, or full democracy. For FY22 and FY23, OS has been authorized to issue competitive grants totalling $200,000 to promote voting rights and Statehood for Washington, DC.

   The Office of the Secretary issued a Request for Applications (RFA) from nonprofit and community-based organizations for the grant program to promote DC self-determination and Statehood. The grant is awarded on a competitive basis.

   The goal for FY23 remains the same to strengthen awareness for Statehood for Washington, DC.

   See Attachment 10 for the grantees reports.

75. Please list all grants that have been issued to promote DC self-determination and Statehood in FY22 and FY23, to date.
    a. For each grant issued, please include the grant amount, the name of the recipient organization, the name of the recipient organization's chief executive, and the specific purpose of grant.

Response:

Grant to Promote DC Voting Rights & Statehood

Grant Year	Recipient Organization	Grant Amount	Organization CEO	Goal of Grant
FY22	DC Vote.	$100,000	Bo Shuff	Launch and begin work on the "Art Drives Statehood" program. This program integrates voting rights and Statehood work into cultural and artistic spaces across the District and around the nation. Reaches audiences that traditional outreach methods exclude or fail to reach.
FY22	Historical Society of Washington, DC	$35,000	Laura Brower Hagood	Support activities that educate US voters and young people within and beyond the District boundaries about the history of DC's disenfranchisement and movement to secure statehood.
FY22	League of Women Voters	$35,000	Virginia Kase Solomon	Educating state and local Leagues and other people around the country about representation issues for District residents.
FY22	Students for DC Statehood	$18,000	Elizabeth Elio	To mobilize students and young adults as the next generation of leaders to advocate for equal voting rights and statehood for the people of the District of Columbia.
FY22	Anacostia Coordinating Council	$12,000	Philip Pannell	Partnered with Marion Barry Summer Youth Employment Program to sponsor a Creative Contest to promote DC Statehood and involvement among participants (ages 1-24).Awards program and dinner/concert was held and live streamed.

76. Please discuss the activities that have been taken by the Commission on Martin Luther King, Jr. Holiday in FY22 and FY23 to date, and any future activities or meetings planned for the Commission.

Response:

Date	Accomplishment/Activity	Location
January 10, 2023	Commission on the MLK, Jr. Holiday Meeting	WebEx Platform
January 13, 2023	United Planning Organization (UPO) MLK, Jr. Breakfast	Ronald Reagan Building & International Trade Center
January 13, 2023	MLK, Jr. Holiday Commission Wreath Laying and Photo Shoot at MLK Jr. Memorial	MLK, Jr. Memorial
January 14, 2023	Serve DC MLK, Jr., Day of Service	Arthur Capper Community Center
January 15, 2023	"Warm Hands, Warm Hearts" Glove Drive sponsored by the Mayor's Office of Religious Affairs	Franklin Park
January 16, 2023	Martin Luther King Jr., Day Parade	RISE Demonstration Center at St. Elizabeth's

77. Please discuss any steps OS is taking to prepare for the Juneteenth History and Planning Commission.

Response:

OS will work closely with Mayor's Office of Talent and Appointments (MOTA) to identify members of the Commission.